



**STATE OF IOWA**  
**EMPLOYMENT APPEAL BOARD**

James M. Strohman, Chair  
Myron R. Linn, Vice Chair  
Ashley R. Koopmans, Member

RE: BU-0897-State of Iowa/AFSCME Iowa Council 61

**EMPLOYERS MUST USE THE SECURE UPLOAD PORTAL (EAB)  
EAB WILL NOT ACCEPT EMAILED LISTS**

**Notice of Intent to Conduct a Retention and Recertification Election**

- (1) Employer to post and distribute Notice to Employees.
- (2) Employer to submit voter list to EAB by August 26, 2024.
- (3) Employee Organization to pay election fee by September 19, 2024.

Dear Representatives:

The Employment Appeal Board (EAB) intends to conduct a retention and recertification election this fall. The purpose of this election is to determine whether certain employees of State of Iowa wish to retain AFSCME Iowa Council 61 as their exclusive bargaining representative for the bargaining unit described at the end of this document.

According to our records, the unit of employees of State of Iowa that are represented by AFSCME Iowa Council 61 is scheduled to have an election in the fall of 2024 pursuant to Iowa Code section 20.15(2) and EAB rule 621—15.5(20). By **August 18, 2024**, please let us know if we have incorrectly determined the expiration date of the collective bargaining agreement. If you would like to formally object to this Notice of Intent to Conduct an Election, you may do so by filing the objection through EAB's electronic filing system in case number BU-0897.

**Dates and Actions Steps for EMPLOYERS**

- **Submit Voter Eligibility List by August 26, 2024.**
  - Upload Instructions:
    - Submit the eligible voter list through the Secure Upload EAB (EAB)
    - <https://iowa-superb.iowa.gov>
      - Username and password for the new EAB have been automatically assigned and should match an employer's representative already designated within the e filing portal.
        - These representatives should have already received an email instructing them to set up their new EAB account.
    - Employer uploads the voter eligibility list by logging in to EAB, list shall include all names of the eligible voters (employees in the unit on September 19 in alphabetical order by last name, their job classifications, their date of birth (MM/DD/YYYY), the last four digits of their social security number, their home addresses, their work and personal email addresses, if known, and their work and personal telephone numbers, if known).
      - An excel spreadsheet template is available for download.
    - Click "VIEW" button next to the appropriate bargaining unit.
    - Click "EMPLOYEE LIST" tab.



## STATE OF IOWA EMPLOYMENT APPEAL BOARD

James M. Strohman, Chair  
Myron R. Linn, Vice Chair  
Ashley R. Koopmans, Member

- Click "UPLOAD EMPLOYEE LIST".
    - An excel spreadsheet template is available for download.
  - Click "UPLOAD" to attach the document or drag and drop the document into the box.
  - If there are errors a window will show the list of errors for each row that must be corrected prior to submission. If not, the upload is successful, and you will be redirected to the bargaining unit screen.
- 
- **Notify Certified Employee Organization of List Submission:** After submitting the list to EAB, the **Employer** shall send a separate email to the Certified Employee Organization confirming the Employer provided EAB with the voter list, the date the list was submitted to EAB, and the number of employees on the list. When emailing the Certified Employee Organization, do not forward the voter list as it contains confidential information. The Employer has a continuing duty to inform the Certified Employee Organization if any eligible voter leaves employment prior to the conclusion of the election.
  - **Distribute and Post Notice to Employees:** The Employer shall promptly distribute, electronically or by hard copy, the Notice to Employees to the affected employees. The employer shall also promptly post the notice in the manner and locations customarily used for the posting of information to employees. This Notice to Employees was filed as a separate document on the e filing system.

**\*\*Failure to provide the voter list to the agency by August 26, 2024, will result in a show cause hearing to be held (this is new to the election process) pursuant to EAB subrules 15.2(1).**

### **Dates and Action Steps for CERTIFIED EMPLOYEE ORGANIZATION**

- **Approve the employer's voter list in EAB by September 2, 2024.**

**\*\* Failure to approve the voter list by September 2, 2024, will result in a show cause hearing to be held (this is new to the election process) pursuant to EAB subrules 15.2 (1).**

- **Pay the Election fee by September 19, 2024**, the Certified Employee Organization shall submit a check to EAB pursuant to Iowa Code section 20.6(7) and EAB subrules 15.1(1) and 15.5(5).
  - See the fee schedule included with this Notice to determine the amount owed.
  - An Employee Organization may make a written request to EAB for an extension of time in which to pay its election fee. That request must be submitted by 11 a.m on September 19, 2024.

**\*\*Failure to pay the required fee in a timely manner shall result in the employee organization's certification being revoked. Upon EAB's revocation of the employee organization's**



**STATE OF IOWA  
EMPLOYMENT APPEAL BOARD**

James M. Strohman, Chair  
Myron R. Linn, Vice Chair  
Ashley R. Koopmans, Member

**certification, the collective bargaining agreement may become void and the terms of the agreement may become unenforceable.**

EAB will hold the retention and recertification election on the schedule provided later in this document.

Thank you for your attention to this matter.

Sincerely,  
EAB Board

Electronically filed.  
Served via eFlex.

**\*\*THE EMPLOYER MUST PROVIDE THE VOTER ELIGIBILITY LIST BY UPLOADING THE LIST TO THE EAB SITE AT <https://iowa-superb.iowa.gov/>**



**STATE OF IOWA  
EMPLOYMENT APPEAL BOARD**

James M. Strohman, Chair  
Myron R. Linn, Vice Chair  
Ashley R. Koopmans, Member

**ELECTION FEE SCHEDULE**

<b># of Eligible Votes on Voter List**</b>	<b>Election Fee</b>
10 or fewer	\$20.00
10 or more	\$2.00 per eligible voter

\*\*Any overpayment or underpayment resulting from changes to the voter list due to the supplemental list, mutual agreement of parties, or challenges upheld by the Board will be handled pursuant to EAB subrule 621—15.1(1).

**Make payment by check made out to the  
Employment Appeal Board.**

If writing a check for an individual unit, please include the Certified Employee Organization's name, employer's name, and BU number BU-0897 on the check.

If writing one check for multiple units, attach a document with the check that lists the BU numbers, Employer Name, Certified Employee Organization name, number of employees in each unit, and the amount paid for each unit.



**STATE OF IOWA  
EMPLOYMENT APPEAL BOARD**

James M. Strohman, Chair  
Myron R. Linn, Vice Chair  
Ashley R. Koopmans, Member

**VOTING SCHEDULE**

EAB will conduct a retention and recertification election for this bargaining unit by telephone and web-based ballot. The schedule for this telephone/web-based election is as follows:

- |                               |  |
|-------------------------------|--|
| August 18, 2024               | Contract extension must be received by the agency.<br><br>Last day for parties to object to Notice of Intent to conduct an election.   |
| August 26, 2024               | Last day for the Employer to submit the Voter Eligibility List by uploading this list to EAB <a href="https://iowa-superb.iowa.gov">https://iowa-superb.iowa.gov</a> .<br><br>Employer shall send a separate email to the Certified Employee Organization confirming the date the list was uploaded and the number of employees on the list. Employer should not forward the voter list to the Certified Employee Organization as it contains confidential information |
| September 19, 2024            | Last day for the Certified Employee Organization to pay the election fee according to the attached fee schedule. Any request for an extension to pay the fee shall be submitted by 11 a.m. on September 19, 2024.  |
| October 08, 2024<br>7:00 a.m. | Telephone and web-based voting begins. Voters may cast their ballot by calling the toll-free number or logging on to the website. The Notice of Election filed by EAB on or around September 20, 2024 will contain the voting phone number and website address.  |
| October 22, 2024<br>9:00 a.m. | Telephone and web-based voting ends. Voters must cast their ballot prior to this time in order for the ballot to be counted. EAB will e-file the tally on the electronic document management system.   |

**BU-0897**

**BARGAINING UNIT of EMPLOYEES of STATE OF IOWA**



**STATE OF IOWA  
EMPLOYMENT APPEAL BOARD**

James M. Strohman, Chair  
Myron R. Linn, Vice Chair  
Ashley R. Koopmans, Member

\*\*The unit description below is subject to the mutual agreement between the parties concerning who is eligible to vote in the upcoming recertification election.

INCLUDED: All clerical and related employees of the State of Iowa in the classifications set forth in the attached Appendix A.

**NON-PROFESSIONAL  
CLERICAL BARGAINING UNIT**

**APPENDIX A – INCLUDED CLASSIFICATIONS**

**State Merit Classifications**

Class No. Classification:

00006 Receptionist  
00010 Utility Office Worker  
00012 Typist  
00013 Typist Advanced  
00011 Clerk  
00017 Clerk – Advanced  
00018 Clerk Specialist  
00025 Secretary 1  
00026 Secretary 2  
15002 Secretary 3  
00035 Telephone Operator  
00060 Word Processor 1  
00061 Word Processor 2  
00063 Word Processor 3  
00114 Information Technology Support  
Worker 1  
00115 Information Technology Support  
Worker 2  
00116 Information Technology Support  
Worker 3  
00117 Information Technology Support  
Worker 4  
00305 Accounting Clerk 1  
00306 Accounting Clerk 2  
00307 Accounting Clerk 3  
04705 Telecommunications Operator



# STATE OF IOWA EMPLOYMENT APPEAL BOARD

James M. Strohman, Chair  
Myron R. Linn, Vice Chair  
Ashley R. Koopmans, Member

02000Nursing Unit Coordinator  
82000Nursing Unit Coordinator  
06298Drivers License Clerk  
06299Drivers License Clerk Senior  
15051Licensing Assistant

## Regents Merit Classifications

Class No.      Classification:

01081Account Clerk01071Secretary I  
01091Account Specialist01072Secretary II  
01201Cashier I01073Secretary III  
01202Cashier II01075Secretary IV  
01051Clerk I      07771Telecommunications Operator  
01052Clerk II      01601Veterinary Teaching Hospital  
01053Clerk III      Assistant I  
01055Clerk IV      01602Veterinary Teaching Hospital  
01061Clerk-Typist I      Assistant II  
01062Clerk-Typist II  
01062Clerk-Typist III  
01821Data Entry Operator I  
01822Data Entry Operator II  
01831Data Technician I  
01832Data Technician II  
01833Data Technician III  
01410Dietetic Clerk  
01211Dispatching Clerk  
01301Editorial Assistant I  
01302Editorial Assistant II  
08351Extension Program Assistant I  
08352Extension Program Assistant II  
08353Extension Program Assistant III  
07961Facilities Coordinator  
01311Health Information Technician I  
01321Health Information Technician II  
01331Health Information Technician III  
01801Key Entry Operator I  
01802Key Entry Operator II  
01501Library Assistant I  
01502Library Assistant II  
01503Library Assistant III  
1505Library Assistant IV



**STATE OF IOWA  
EMPLOYMENT APPEAL BOARD**

James M. Strohman, Chair  
Myron R. Linn, Vice Chair  
Ashley R. Koopmans, Member

07971 Mail Center Coordinator  
01231 Mail Clerk  
01241 Nursing Unit Clerk  
07830 Parking and Transportation  
Attendant  
7840 Parking and Transportation  
Dispatcher I  
7841 Parking and Transportation  
Dispatcher II  
01401 Patient Account Representative  
01261 Record Analyst I  
01262 Record Analyst II

**EXCLUDED:**

All employees of the State of Iowa in classifications not set forth  
in the attached Appendix A